SELECTED

CIRCULAR ORDERS

OF THE

GOVERNMENT OF THE PUNJAB

AND ITS DEPENDENCIES,

1859–1864.

LAHORE

PUNJAB PRINTING COMPANY, LIMITED.

1871.

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CIRCULAR MEMO. No. 55—1591.

Lahore, the 19th September 1871.

MISCELLANEOUS.

In continuation of the Circular Memoranda marginally noted,* a Selection of the Circular Orders issued by the Punjab Government during the years 1859 to 1864, inclusive, is herewith promulgated for information and guidance. A similar collection, bringing the series down to the close of 1870, is in course of preparation.

* No. 29, dated 9th June 1871.
No. 31, dated 13th June 1871.

2. When reference is made to any order in the present series, it should be indicated by the Roman numeral by which it is prefixed: *e. g.*, "Punjab Government Circular No. XXXI, dated 10th September 1861."

By order of the Hon'ble the Lieut. Governor,

E. W. TROTTER,

Assistant Secretary to Government Punjab.

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SELECTED

CIRCULAR ORDERS

OF THE

GOVERNMENT OF THE PUNJAB

AND ITS DEPENDENCIES,

1859—1864.

I.

No. 1—412, dated 14th April 1859.

To all Commissioners and Superintendents.

* * * * * *

POLITICAL.

2. The Lieutenant Governor believes that no officer in the Punjab would wilfully permit an affront to be offered to a native of rank and consideration by authorizing a style of address derogatory to his dignity, but His Honor is apprehensive that the matter has not always met with the attention which it merits, and that the customs originally dictated by Native Officials may have been too easily acquiesced in. * * * * * *

3. I am to take this opportunity of expressing the earnest desire of the Lieutenant Governor that natives of distinction and respectability may be treated by the Civil Officers of the Punjab with uniform courtesy and consideration. This is a lesson which has ever been enjoined by those most eminent as benefactors of the people of this country, and by none more consistently enforced, both by precept and example, than by the earliest administrator of this Province—the late Sir Henry Lawrence. The personal experience of the Lieutenant Governor enables him to attest the benefit which accrues to the administration wherever a cordial politeness is shown towards the higher classes, and generally to all natives, who gratefully

appreciate such treatment, as well as the long-lived unpopularity which may be reflected on the British character by an opposite bearing towards them; and His Honor confidently appeals to the good feeling of officers serving under this Government for the maintenance of such a course of conduct as may best secure their attachment and gratification.

II.

Circular No. 2—431, dated 19th April 1859.

To all Commissioners and Superintendents.

POLITICAL.

I am directed to forward, for your information and guidance, copy of a memorandum prepared in the Foreign office of the Supreme Government, prescribing the ceremonies to be observed on occasions of the presentation of khillats or sanads to natives of rank.

Copy of a Memorandum by Secretary to Government of India, Foreign Department.

The following ceremonies should be observed by officers to whom is delegated the duty of presenting khillats and sanads conferring titles to Rajahs and zamindars :—

1st.—To a Maharajah Bahadur.

1. The khillat and sanad to be presented to a Maharajah Bahadur, if possible, by the Lieutenant Governor or Chief Civil officer of the province, and if they are unable to be present, by the Commissioner of the Division at the Sadr Station.

2. A Darbar to be held by him on the occasion, to which all Civil and Military officers available should be invited to attend.

3. Native officers of rank and native gentry are also to be requested to be present.

4. The chair of the presiding officer will be placed in the middle, and * that for the intended Maharajah on its rights, his brother, or son, or any of his relatives, should have chairs according to their station on the right hand line.

* *N. B.*—If any native gentleman who enjoys the title of Maharajah Bahadur is invited to be present on the occasion, he should have his seat immediately on the right of the presiding officer, *i. e.*, he should have the first chair.

5. Chairs for all public functionaries and officers should be placed on the left of the presiding officer's chair: these gentlemen to be seated according to their rank, &c.

6. The native gentry should have their chairs on the right hand side, according to their rank.

7. A carpet should be spread in the Durbar Hall, and the intended Maharajah, as well as all natives who attend on the occasion, should be requested to take off their shoes before entering the hall.

8. A company of soldiers should be placed in front of the stairs as a guard of honor.

9. On the Maharajah's arrival near the stairs, the Sharistadar or Munshí of the presiding officer will lead him to the audience, and the Commissioner and officers, out of respect to him, will rise from their chairs, on the Chief's reaching the presiding officer, who will ask him to take his seat.*

* NOTE.—The audience must be assembled and seated before the arrival of the intended Maharajah.

10. After a short conversation, the presiding officer will order his Munshí to take the Maharajah to an adjoining room prepared previously for the purpose, where he is to be robed with the different parchas of the khillat, except the pearl necklace, after which he is to be brought into the Durbar room, where he will stand in front of the presiding officer, who will then rise up with all the officers, &c., and will tie the pearl necklace round the neck of the Maharajah. The sanad conferring the title will be then * read by the Munshí, and the Rajah, after presenting the usual nazarana of gold mohurs, will resume his seat.

* NOTE.—The presiding officer and all gentlemen will remain seated during the reading of the sanad. The Maharajah and natives continue standing until the reading is over.

After a short pause the presiding officer will order attar and pawn to be brought, and standing up, will serve out the same, first to the newly created Rajah, and then to all natives present. The Munshí will make every native come before the presiding officer to receive the attar and pawn.

The Rajah and native gentry will then take their leave.

2nd.—To a Rajah Bahadur.

The honor conferred by the presentation of khillats and sanads is considered to be greater, the higher the rank may be of the officer by whom they are presented; wherever possible, therefore, they should be presented in public Darbar by the Commissioner of the Division in person.

The reception of a Rajah Bahadur of an ancient family, and one who has rendered good services to the Government, will take place in a public Darbar in which the Commissioner will preside.

The Darbar in most respects will be similar to that which has been detailed above.

Rules No. 1 to No. 7 will be the same as above.

No. 8.—A smaller number of men will be required as a guard of honor.

No. 9.—Will remain unaltered.

No. 10.—Will be observed throughout, but on the Rajah's re-entering the Darbar Hall, after being robed, the Commissioner will hand the pearl necklace to the Collector in whose jurisdiction the Rajah's zamindarí lies, and request him to put it round the neck of the newly created Rajah.

The remainder of the ceremony will remain unaltered. Attar and pawn will be served out to the Rajah by the Commissioner.

3rd.—To a Rae Bahadur, or a Rae.

If the granting of this title falls at a time when a general Darbar is to be held by the Commissioner on an occasion like the foregoing, a Rae Bahadur, or a Rae, will, of course, receive his khillat and sanad by the hands of that authority.

The sirpaitch, pearl necklace, shawls, or whatever may compose the khillat, shall be handed by the Commissioner to the Collector or Assistant Collector, as the case may be, who will then make the same over to the Rae Bahadur or the Rae.

During the reading of the sanad the Commissioner and other officers will remain seated, and the native community will at the same time remain standing.

The sanad will be handed over to the Rae Bahadur by the Commissioner as usual.

He is to receive attar and pawn from the Commissioner according to the prescribed mode.

If the presentation of a sanad &c., to a Rae Bahadur does not take place on the occasion of a general Darbar, the Commissioner may either present it himself, or direct the Collector of the district to do so, as he may think fit.

The Darbar held by a Collector will of course be on a smaller scale, but all the details of ceremonies, as specified for the Commissioner's Darbar, should be observed.

4th.—Presents to Amlahs without a sanad.

Presents of inferior description, to which a sanad is not attached, and which are intended for native officials, may be conferred by the local authorities.

Such presentations are required to be made in the presence of the office Amlahs.

No Darbar is necessary to be held on such occasions.

III.

Circular No. 16—908, dated 19th April 1859.

To all Commissioners and Superintendents.

GENERAL.

I am directed by the Hon'ble the Lieutenant Governor to request that you will instruct all Deputy Commissioners to allow any correspondence of copying connected with the business transacted by the Dispensary Committees, to be written in their English offices.

IV.

Circular No. 18—1087, dated 5th May 1859.

To all Commissioners and Superintendents.

GENERAL.

Much irregularity having been observed in regard to the submission of Lists of Unanswered References, and Indices of Correspondence in the General and Political Departments, I am directed by the Hon'ble the Lieutenant Governor to request that you will punctually submit at the end of each quarter of the calendar year a list of all references from this office remaining unanswered, and another list of all references from you to this office which have not been replied to.

2. An index of all your correspondence (of letters received, as well as letters written by you,) in the General and Political

Departments, should also be submitted at the close of each month for the information of the Lieutenant Governor.

V.

Circular No. 19—1103, dated 7th May 1859.

To all Commissioners and Superintendents.

GENERAL.

I am directed by the Hon'ble the Lieutenant Governor to request that, in future, all bills for authorized travelling allowance of officers removed from one district to another, or of officers who attend the Examination Committees, may be sent direct to the Civil Auditor, who will pass them on the countersignature of Commissioners in the case of officers removed ; and on that of the President of the Divisional Examination Committee in the case of officers examined. * * * * * *

VI.

Circular No. 20—1447, dated 20th June 1859.

To all Commissioners and Heads of Departments.

GENERAL.

I am directed to request that you will provide that all letters addressed to this office may be properly* docketed. When previous correspondence is referred to, numbers and dates should be accurately given ; and the purport and object of the letter should clearly appear from a perusal of the docket. By these means not only will business be facilitated, but in many cases the time of the Lieutenant Governor will be saved. At present there is often delay in ascertaining what previous correspondence is referred to, the intention of letters is not to be gathered from the dockets, business is delayed, and His Honor's time frittered away.

* Vide Circular No. 8, dated 12th March 1857, General Department.

VII.

Circular No. 3—766, dated 27th June 1859.

To all Commissioners and Superintendents and Judicial and Financial Commissioners.

POLITICAL.

I am directed by the Hon'ble the Lieutenant Governor to request that, in future, all vernacular documents submitted to this office for transmission to the Supreme Government may invariably be accompanied by translations in English.

VIII.

Circular No. 24—1598, dated 6th July 1859.

To all Commissioners and Heads of Departments.

GENERAL.

I am directed by the Hon'ble the Lieutenant Governor to request that in future applications for increase of establishment, the date from which it is intended that sanction should commence may be distinctly stated.

IX.

Circular No. 30—1822, dated 6th August 1859.

To Heads of Departments and Commissioners.

GENERAL.

I am directed by the Hon'ble the Lieutenant Governor to request that in future correspondence with this office, care may be taken that unnecessary enclosures are not submitted. It now frequently happens that several sheets of enclosures are sent up, the substance of which might be comprised in as many lines, or which contains no information that is not given in the covering letter, thereby causing much unnecessary labor in the transmitting office, and encumbering the despatch of business in this.

2. It is not intended hereby absolutely to proscribe the submission of copies of the correspondence bearing on any particular subject. Cases will constantly arise in which it will be both convenient and necessary to submit such copies, and

this matter must therefore be left much to the discretion of the forwarding officer. But the multiplication of useless enclosures, which now too often occurs, should be avoided; and in all cases in which it may be considered advisable or necessary to forward copies of previous correspondence, an epitome of its contents should be embodied in the transmitting letter. In fact, the letter should be complete in itself, and intelligible without reference to other papers.

X.

Circular No. 36—2182, dated 17th September 1859.

To all Commissioners (except Delhi and Hissar.)

GENERAL.

I am directed to annex for your information, copy of a letter of the 7th instant, from the Vice-President of the Agri-Horticultural Society of Lahore, relative to the introduction of bulls of good breed into the Punjab, with a view of improving the indigenous breed.

2. This subject was first mooted in 1855, and several bulls of the Hissar breed were imported for the purpose. The general result was however not satisfactory; the zemindars objected to the great size of the Hissar bull, as compared with their little cows, and they were unwilling to incur the expense of purchasing and keeping the bulls of the value of which they were more than doubtful. Much of this feeling is doubtless the result of prejudice; still it is probable that bulls of good breed of a middling size would be more useful in improving the small Punjab stock, than those of the huge Hissar breed. Cattle of the kind required will probably be procurable at the cattle fair about to be held at Sirsa, and I am to request that you will call on your District Officers to ascertain whether the zamindars will purchase any good middle-sized bulls with the view of improving the indigenous stock; and, if so, how many will be required for each district. The *prime cost* of the animals must be borne by the zamidars, but all cost of transport to the several districts, and of keep prior to their being made over, will be borne by the Government.

Copy of a letter from the Vice-President Agri-Horticulture Society, Lahore, to the Secretary to Government Punjab, dated 7th September 1859.

Having laid your communication and its enclosure regarding Hissar bulls before a meeting of the Agri-Horticulture Society, I have now to submit the following reply :—

2nd.—There seems to be without doubt a prejudice in the minds of the zamindars against the Hissar bulls. The importation of these animals might still answer if persevered in as at Goojerat. In that district the Society understand that the people are beginning to appreciate these bulls; but the importation of these bulls, if done at all, should be arranged for by Government. In most districts the people would be unwilling to purchase them.

3rd.—It is certainly desirable, if possible, to obtain bulls of a middle size, less than that of the Hissar bulls, but still of a superior breed. The Society believe that in Rohilkund, and in parts of the Doab, such as Futtehgurh and Mynpoorie, such breeds might be found; also some varieties of the Hissar breed of a lesser size might be found. A certain height should be fixed, and bulls should be sought for up to that height, and none beyond that standard should be accepted.

4th.—If of course Punjabee zamindars could be induced to keep some Hissar cows, the produce of these and the Punjabee bulls would be excellent. But this is a measure of which the general introduction would be impossible or at least difficult.

5th.—In the course of the autumn there will be a large cattle fair held at Sirsa, at which bulls of several varieties both from Hindustan and the Deccan will probably be found. Some qualified person might be deputed there to select a few middle sized bulls.

6th.—The Society suggest that every District officer be called upon to ask his zamindars whether they will come forward to purchase bulls of the desired size. Many offers to purchase would probably be made, and thus indents would be obtained, whereby Government would both ascertain the wishes of the people and arrange for the supply of their wants.

XI.

Notification, Foreign Dept., No. 191, *dated* 1*st November* 1859.

His Excellency the Right Hon'ble the Viceroy and Governor General of India directs that in future at all Darbars held for the reception of native chiefs and gentlemen, the following order of precedence shall be observed :—

On the right hand of the Viceroy will be seated, either the native chief for whose reception the Darbar is held, or the Secretary to the Government of India in the Foreign Department, according to the orders for the occasion. Next will follow the other native chiefs and others according to their rank.

On the left hand of the Viceroy, His Excellency the Commander-in-Chief, the Chief Local Civil authority, the other Secretaries to the Government of India, according to their rank, the Chief of the Staff, the Chief Local Military authority, other Local Civil authorities not holding a lower office than that of Commissioner of a Division, Heads of Departments of the Army Staff, and all other Civil and Military officers according to their relative rank.

The personal staff of the Viceroy and Governor General, of the Commander-in-Chief, and of all other Civil and Military officers, will be seated behind the Viceroy.

Circular No. 7—1248, dated 9th November 1859.

POLITICAL.

Copy of the foregoing notification circulated to all Commissioners, Judicial and Financial Commissioner, and Military Secretary to Punjab Government, for information and guidance.

XII.

Circular No. 53—2962, dated 8th December 1859.

To Heads of all Departments.

GENERAL.

To obviate the delay and cost of unnecessary transcription of correspondence, and the unnecessary accumulation of records, the Lieutenant Governor is pleased to direct that, except in cases in course of transmission to the Supreme Government, original documents, and not copies, shall be forwarded whenever it may be practicable and convenient to do so, with references made to this office.

2. The transmitting letter should contain a list of the documents so forwarded, and an abstract of them. This abstract should, ordinarily, be a concise statement of the case, but in the more important matters there should be a more full and complete index to the correspondence itself.

3. The correspondence of all offices should be copied in a clear and legible hand, with good ink, and on good paper.

4. For ephemeral correspondence Serampore paper may be used: for correspondence intended for permanent record, and for returns and tabulated statements of all kinds, foolscap paper should be used whenever it can be employed.

5. For short letters of a permanent character quarto post may be used, but it should be folded twice, *i. e.*, into three divisions, and not once down the middle. The latter size is inconvenient for preservation in bundles.

6. Letters should be docketed in the office from which they are sent. The dockets should be clear and concise, showing as distinctly as possible the purport of the letter and the object of the writer. There should be a blank space between the designation of the writer on the top of a docket, and the abstract of contents at the foot of it.

7. Previous references on the same subject, or on one of a nearly similar character, to be invariable quoted in letters, especially where principles and rules are involved.

8. References to be complete and few, should be carefully digested before they are made, and should be made as a general rule through the prescribed channels. Those of different districts or offices, on the same subject, or connected with the same matter, should be collated and submitted at the same time.

9. Applications for leave, reports of departure from or return to duty, and any other reports of an ordinary nature, in mere routine, may be forwarded to this office in original, bearing the countersignature of transmitting officers. This will obviate the submission of unnecessary reports to this office, and unnecessary records and delay in subordinate offices.

XIII.

Circular No. 4—62, dated 17th January 1860.

To Judicial and Financial Commissioners, and all Commissioners and Deputy Commissioners.

GENERAL.

I am directed to forward, for your information, copy of a report, with its appendices * drawn up by a Committee assembled by order of the Hon'ble the Lieutenant Governor, with the view of reducing the number of returns and forms in District and superior offices.

2. The Lieutenant Governor entirely approves of the several proposals made by the Committee, and directs that they shall have effect from the 1st January 1860, with the single exception of the proposal in the Committee's 10th para., about stationery. * * * * *

Copy of letter No. 5, dated 10th January 1860, from Commissioner and Superintendent Amritsur Division, President of Committee for reduction of forms, to Secretary to Government Punjab.

We beg to submit the report of the Committee, consisting of the Members noted in the margin, appointed in your No. 2594 of 18th October 1859, to consider the subject of periodical returns and forms in the Judicial, Revenue, and General Departments.

Robert Cust, Esquire,—PRESIDENT.
Richard Temple, Esqr.,
J. Lincoln, Esqr.,
H. R. Ludlam, Esqr.,
A. Ludlam, Esqr.,
E. H. Shuldham, Esqr.,
} *Members.*
W. Woodward, Esq., *Honry. Secretary.*

Opinions of Commissioners.

2. The opinions of the Commissioners were carefully collated, and the result of that collation submitted for the remarks of the Financial and Judicial Commissioners.

Sub-Committee.

3. A Sub-Committee, consisting of the heads of offices, met at Lahore, and took into consideration the whole of the papers, and drew up a report.

General Committee.

4. Amended lists of returns and forms to be maintained were then prepared and discussed in full Committee at the office of the Commissioner of Lahore, on Wednesday, December 28th, and the result of their deliberations is embodied in the enclosed lists and paper of subsidiary suggestions, to which the sanction of His Honor

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* The Appendices have been omitted, but they will be found printed in extenso in the Supplement to the *Punjab Gazette* for 18th January 1860.

is now solicited, that the new system may be introduced with the new year.

Co-operation of Financial and Judicial Commissioner.

5. The Committee beg to notice the hearty co-operation of the Financial Commissioner and Judicial Commissioner, who have anticipated many of their proposals, and agreed to many of the suggestions laid before them.

Results of present movement.

6. The result of the present movement can be estimated only by comparing the lists now submitted with those printed in the Judicial and Revenue Circulars. The number of copies have been reduced, the period of submission has been made less frequent of those returns which are retained; but a great many have been swept away. The Committee have however guarded against the possibility of a re-action by carefully retaining all that were necessary for good government.

Special returns in different Divisions.

7. There may be from time to time, in different Divisions, occasion for returns of a special character, such as settlement, maafí investigations, &c.: these are not included in the lists, which contain only general and permanent returns, and it is the deliberate opinion of the Committee that if any other permanent returns exist in any Division, they should cease. It should also be intimated that the sanction of Government is required previous to the introduction of additional returns, as both the character and efficiency of the administration suffer from the abuse of the power of calling for tabulated periodical returns.

Punctuality and correctness to be insisted on.

8. The reduction being so considerable, it is necessary that punctuality and correctness should be insisted on, and a check list, showing dates of submission, has been prepared, and a copy is enclosed. A fine should, *in all cases*, fall on the Head Clerk of the submitting office in the event of carelessness or delay; though, on the whole, punctuality of submission has vastly improved within the last four years, still we think that the attention of Deputy Commissioners should be seriously called to this subject, as the forms are no longer empty ones.

Description of paper to be used for returns and covers.

9. The Committee propose that all annual returns should be on English blue paper, and all periodical returns of a shorter period, on Serampore. This will enable offices to be relieved from time to time of all accumulations of useless paper, inasmuch as after the preparation of the final annual report, the intermediate returns within that year lose all utility. All covers of every kind or size should be on country paper in every office, from motives of economy, and *one* cover should contain all letters addressed to one office each day: the practice of sending two or three covers to the same office the same day is objectionable, as increasing the work of despatch, and causelessly loading the

mail. The Post Office limitation of 5 ounces must of course be observed.

* * * * * *

Submission of original or office copies of returns.

12. The device of submitting returns to higher offices in original, to be returned with the endorsement of their remarks, has been made use of as far as possible, as being convenient to both offices. When the object of a return has been gained, provision has been made that its submission should cease: as, for instance, when the collections of land revenue for a harvest are completed, the Touzie is no longer required; when several returns are blank, one brief memo. is sufficient to notify this to the higher office—the Committee think that submission of blank tabular returns is a ridiculous anomaly. Each office has its check list on which the return clerk will note the arrival, or notification of non-arrival of each return;—this remark is made to anticipate the objection that the system of keeping returns in files requires the submission of blank returns: this is a narrow clerical view, by which a little trouble to a higher office is proposed to be saved at the expense of the lower offices.

Returns submitted separately in Revenue and Judicial Departments incorporated.

13. Whenever similar returns were submitted in the Judicial and Financial Departments, they have been incorporated, and they are to be submitted in one Department only.

* * * * * *

Vernacular returns.

17. On the subject of vernacular returns, the Committee remark that none are required by the Government, or the Judicial and Financial Commissioners, and very few by the Commissioners. Counterparts in the vernacular of returns made in English appear unnecessary, but this matter must be left to the discretion of Commissioners, according to the requirements of their Divisions. There are some vernacular returns which must be maintained, and they are given in the enclosed list; others might with convenience be retained, or introduced, at the discretion of Commissioners. The whole subject of vernacular returns received by the Deputy Commissioner will be treated in a separate reference.

Judicial and Revenue returns now bi-monthly made quarterly.

18. The Committee have recommended that the Judicial and Revenue returns now bi-monthly be, in future, submitted quarterly. The step from monthly to bi-monthly statements was one in the right direction. But quarterly returns will, while further saving work, increase the value of these important returns, and give the examining authority better means of effective criticism, in proportion as the validity of the facts and figures has been increased: checks, if too frequently called into play are apt to become nominal. If the superior

authorities really get good returns four times a year, *and really examine them*, the administration will be effectively supervised, and the executive will be not unreasonably tasked.

Result of labors. Number of returns reduced.

19. In conclusion, the result of our labors will be shewn by the fact that the returns we now propose are only 45 in number, involving 279 copies during the year; whereas, so far as we can ascertain, there used to be 63, involving 1,011 copies, for much the same purposes as will, we hope, be more than answered by our present proposals. It has been urged, and with a certain degree of truth, that the executive has been so much burdened by returns and forms as to be unable to attend adequately to the actual benefit of the people: that objection will, we hope, once for all be removed by the scheme we have the honor of submitting.

Plan followed in effecting reductions.

20. We have labored to attain the just medium betwixt official laxity, and over centralization, which last is the failing of enlightened absolute governments. Admitting the necessity of general central control, we have asked ourselves, what use the higher offices made of each return submitted to them, and where we found that no practical advantage arose from the submission, we have discontinued them. In some matters of detail the control of the Commissioner even is unnecessary. Feeling that after all the work of the people is performed in the District offices, we have checked the practice, which was too prevalent, of throwing upon those offices a mass of copying to relieve the higher offices of a little trouble in keeping up registers.

XIV.

Copy of a letter No. 335—4269, *dated* 27*th December* 1859, *from Commissioner and Superintendent Cis-Sutlej States, to Secretary to Government Punjab.*

I have the honor to submit, for the consideration and orders of Government, copy of a letter No. 709, dated 24th December, from the Deputy Commissioner of Amballa, regarding the social rank and precedence to be assigned to Military officers in Civil employ.

2. This question is of special importance in the Punjab, where more than half of the Civil Staff consists of officers drawn from the Army. It is equally important to officers in Oude, Burmah, the Nerbudda territories, and all Non-Regula-

tion Provinces. The Civil Service as a body takes good precedence calculated by length of service. In the Non-Regulation provinces, Civilians and Soldiers are mixed together, and compete for distinction in the Civil Service on equal terms : young officers leave the Army and choose Civil employ as a profession for life. But they may rise to the highest and most responsible offices, and yet not be entitled to claim any official rank. A Civilian Deputy Commissioner would probably rank with a Lieutenant Colonel, but a Military Deputy Commissioner, perhaps only a Subaltern, has no precedence assigned to him, except by his position in the Army. He may be the Commissioner of a province, and yet only a Captain, and entitled only to that rank. His Civilian subordinates might claim precedence over him.

3. I think, therefore, some rule is required to assign to such officers their proper place on public occasions. The rank should be attached of course to the office, and would be local and official only.

A Commissioner to have the rank of Colonel.

A Deputy Commissioner, 1st Class, Lieutenant Colonel.

A Deputy Commissioner, 2nd and 3rd Class, Major.

Assistant Commissioner, 1st and 2nd Class, Captain.

These grades to calculate from date of appointment. Thus, a Commissioner of 1857 would rank with a Colonel whose commission dated from that year, and so on.

Copy of a letter No. 10—43 *dated 5th January* 1860, *from Secretary to Government Punjab, to Secretary to Government of India, Foreign Department.*

I am directed to submit, for the favorable consideration of His Excellency the Viceroy, copy of a letter and its enclosure, from the Commissioner, Cis-Sutlej States, No. 335, dated 27th ultimo, regarding the social rank and precedence of Military officers in Civil employ.

2. This subject occupied the attention of the late Lieutenant Governor, who, in a despatch written jointly with Brigadier General Chamberlain and Colonel Edwardes, on the reorganization of the Indian Army, proposed the following table of precedence :—

Chief Commissioners of Provinces to rank with *Lt. Generals.*

Sadr Boards, Secretaries to Supreme Government, Financial and Judicial Commissioners.	ditto, .. *Major Genls.*

Judges, Commissioners, and Secretaries to Lieutenant Governors.	to rank with *Colonels.*
Magistrates and Collectors, Deputy Commissioners, Secretary to Chief Commissioners or to Boards, and Directors of Education.	ditto, .. *Lt. Colonels.*
Joint Magistrates and Collectors, 1st Class Assistant Commissioners, and Collector of Customs.	ditto, .. *Captains.*
Assistant Magistrates and Collectors, Assistant Commissioners, Deputy Collectors of any description.	ditto, .. *Subalterns.*

3. The Hon'ble the Lieutenant Governor considers that the above table is fair and expedient, and desires me to recommend it for His Excellency's sanction.

The present Commissioner of Peshawar is an example of the anomalous state of things existing. He is a Captain in the Army, and ranks with a Civilian of four years standing. If the rules were enforced, his subordinates might on many occasions take precedence of him, although his position is one of the most important in India.

Copy of a letter No. 270, *dated* 31*st January* 1860, *from Secretary to Government of India, Foreign Department, with the Governor General, to Secretary to Government, Punjab and its Dependencies.*

I have the honor to acknowledge the receipt of your letter No. 10, dated 5th instant, forwarding copy of a letter and of its enclosures from the Commissioner of the Cis-Sutlej States, regarding the social rank and precedence of Military officers in Civil employ.

2. In reply, I am directed by the Governor General to state, that so far as regards rank at native Darbars, Captain ——'s application is met by the notification dated 1st November last, a copy of which was forwarded to you with my letter No. 203 of the same date.*

3. Respecting general rank and precedence, I am to state that these are determined by the Queen's Warrant, and, with a few exceptions in favor of high functionaries, are regulated in the case of Civil servants by their standing in the service, and in the case of Military officers by their Army rank.

4. No doubt this sometimes gives rise to anomalies when Military officers are employed in Civil offices. But it is a well

* Vide Circular No. XI, dated 9th November 1859, *ante, p.* 9.

understood thing that at provincial stations general rank gives way to local official rank, and the rare instances in which inconvenience may possibly arise, do not, in His Excellency's opinion, require a change in the general system of rank and precedence established throughout India by Her Majesty's Warrant, which must continue to be observed.

Circular No. 7—371, dated 6th February 1860.

GENERAL. Ordered that the foregoing correspondence be published for general information.

XV.

No. 10—485, dated 21st February 1860.

To all Commissioners.

GENERAL. I am directed to draw your attention to Article 1 of the Civil Auditor's Manual, and to request that all questions referred to this Government, arising out of allowances, may be submitted through the Civil Auditor, who will send them up for orders with his opinion, and a reference to the rules and orders on which that opinion may be based.

XVI.

Copy of letter No. 2948, *dated* 22*nd June* 1860, *from Quarter Master General of the Army, to Secretary to Government Punjab, Military Department.*

In consequence of the numerous complaints of the misconduct of soldiers travelling by Bullock Train, and the difficulty of discovering the offenders after any lapse of time, I have the honor to request that you will suggest to the Lieutenant Governor the expediency of early information being sent whenever an outrage has been committed.

The detachments are, for the most part, composed of recruits, and are of course broken up when the men join their own respective Regiments, so that any enquiry afterwards can scarcely be satisfactory.

To remedy this, I would propose that instructions be sent to all District Officers near the Grand Trunk Road to forward, without delay, to the nearest Military station in advance, any information of irregularities they may receive from their native officials on the road. The Commanding Officer of that station would then be able to make strict enquiry, and as all the soldiers would be present, he would probably detect the offenders in this way, punishment would specially be awarded, and soldiers will be deterred from misbehaving when they know that they are likely to be discovered. A telegraphic communication, or even ordinary post, would always anticipate the arrival of the Bullock Train, and the Military authorities would be on the look out for the detachment against which the report was made.

Circular No. 19—1788, dated 9th July 1860.

GENERAL. Copy forwarded for guidance of District Officers.

XVII.

Circular No. 21—1891, dated 23rd July 1860.

To Heads of all Departments.

GENERAL. The Hon'ble the Lieutenant Governor is pleased to direct that a brief marginal heading shall be prefixed to each paragraph of official letters exceeding eight paragraphs in length.

XVIII.

Circular No. 30—2553, dated 4th October 1860.

To Heads of all Departments.

GENERAL. I am directed to request that whenever you may have occasion to apply for permission to entertain any new establishments, the ground of the application may be fully stated.

XIX.

Circular No. 31—2556, dated 4th October 1860.

To all Commissioners and Heads of Departments.

GENERAL.

Instances having been brought to notice of officers on quitting office having taken public documents out of the Punjab to the great delay of business, I am directed to request that you will strictly prohibit the removal of official papers without leave previously obtained from Government.

XX.

Circular No. 33—2613, dated 8th October 1860.

To Heads of all Departments and Commissioners.

GENERAL.

I am directed to request that whenever you may receive a reminder from this office, you will endorse thereon the reason of the delay in replying to the previous reference, and the probable time in which the requisition therein contained could be complied with, and return the same to me in original.

XXI.

Circular No. 35—2662, dated 12th October 1860.

To all Commissioners and Superintendents.

GENERAL.

The time for the annual tours having arrived, the Hon'ble the Lieutenant Governor desires to direct your attention to the subject.

2. It is His Honor's wish that the District officials shall see as much as possible of the people during the cold weather. Free access should be allowed to all classes, without reference to immediate business; the visits of the leading gentry should be returned, and the custom, universal on our first acquisition of the country, according to which, on the arrival of a District officer at a village, the headmen at once waited on him and paid their respects, should still be insisted upon.

3. The District officer will doubtless consider it an important part of his duty to gain the acquaintance, and ascertain the sentiments, temper, and circumstances, of all sections of the population within his charge.

4. It has been suggested that a programme be laid down for winter tours, and that their expenditure be limited, but His Honor has not found it practicable to apply unvarying rules. Still there are some leading points which demand your attention, and which the Lieutenant Governor expects you will maintain.

5. Each district should be inspected in all parts by a European officer. If the Deputy Commissioner is prevented from going himself, he must depute an Assistant or Extra Assistant, who will record diaries in their our handwriting. You will see that the inspection is real and penetrating, by whomsoever made. There is no objection to an Assistant being out at the same time as the Deputy Commissioner, provided he is engaged in public business, not in his own amusement. Young officers should particularly endeavour to acquire the local dialects by conversing familiarly with the people.

6. As to expense, the Lieutenant Governor observes that the object of these tours is to bring the European officers in contact with the population of the interior, wherefore the fewer Amla taken out the better. Those only who are indispensable to the transaction of the current business should go into camp. No officer who writes a tolerable hand will require an English clerk with him. You will require from each officer proceeding into the interior a statement of his attendant establishment, and its expense; and on going yourself into camp you will send a similar statement to the Financial Commissioner. Such statements will be approved or modified with special reference to the peculiar circumstances of each District or Division. Each officer will frame his plans with advertence both to the absolute necessity for economy, and to the duty of effecting a thoroughly independent and personal inspection of his charge.

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XXII.

Circular No. 4—1194, dated 22nd October 1860.

To all Commissioners.

POLITICAL.

I am directed to circulate, for your information and guidance, the annexed extract from a despatch from the Right Hon'ble the Secretary of State for India, and to prohibit the issue of any proclamation or public notification involving matters of political importance without the consent of this Government.

2. His Honor, I am to say, considers that the occasions requiring the issue of a proclamation are few, but when a proclamation is published, you should personally examine the translation.

Extract from a despatch from the Right Hon'ble Secretary of State for India, to the Right Hon'ble the Governor General of India in Council,—No. 62, dated 9th August 1860.

In your Excellency's letter, No. 41 of the 19th of April, you communicate intelligence of a disturbance at Peshawur, consequent on the issue of a proclamation by the Deputy Commissioner, accompanied by an imperfect translation of Mr. Wilson's speech on the proposed financial measures of your Government. Under what authority this imperfect version of Mr. Wilson's speech, in the vernacular, was sent to the Punjab for distribution, and with what instructions as to the manner of its promulgation, does not appear from the papers before me. It is impossible, therefore, for me to determine upon whom rests the blame of originating these objectionable proceedings.

2. It appears that considerable excitement was created by a prevalent impression that among the professions to be taxed, the priestly office was included; by some doubts which were entertained as to whether more than one member of a family was not to be taxed on account of the profits derived from their common business; and by a belief that five years' arrears of taxation were to be levied at once. These misconceptions, encouraged by designing persons, incited the populace of Peshawur to angry demonstrations, which might have resulted in some serious disturbances but for the prompt and energetic efforts of the Commissioner, Captain James, who, arming a party of troopers with sticks, and strictly enjoining them to use no other weapons, speedily dispersed the mob. Having apprehended some of their principal ringleaders, he summarily tried them, and sentenced them to different terms of imprisonment.

8. These proceedings, which, coupled with judicious explanations to some of the chief people of Peshawur, had the affect of allaying all symptoms of revolt, have been highly commended by your Excellency, and Her Majesty's Government entirely concur in the praise which you have bestowed upon Captain James.

I have * * to remark * * * * * that no proclamations or general announcements should be issued without the authority of the Governor or Lieutenant Governor, and that whenever it is necessary or expedient to issue public announcements in the native languages, and most especially when they relate to such delicate operations as the imposition of new taxes, you cannot be too careful to render such announcements in language not susceptible of injurious misconstruction, or too sedulously impress upon your local officers that it is advisable, before generally promulgating your orders, to afford to some of the chief people of the place such personal explanations of the scope of the proposed measure, and of the intentions of your Government, as will enable them to disabuse the minds of others of any misconceptions which they may form, or which may be suggested to them by designing persons * *

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XXIII.

Circular No. 38—2897, dated 6th November 1860.

To all Commissioners and Superintendents.

GENERAL.

I am directed to inform you that it is not intended that communications from this office, marked "*confidential*," should be filed with your public records, and to request that you will keep such documents yourself separately.

XXIV.

Circular No. 28—1696, dated 8th November 1860.

To all Commissioners and Superintendents.

REVENUE.

I am directed to forward a Memo. prepared by the Superintendent of the Thaggí School of Industry at Lahore, showing the comparative cost of tents of the same size made at Jabalpur, Fattehgarh, and Lahore.

2. The prices of tents authorized by Financial Commissioner's Book Circular, for Commissioner and Deputy Commissioners, are as follows:—

		Rs.
For Commissioners.	1 Double poled tent (large)	650
	1 Single poled tent (small)	250
	2 Pâls and Shamianah,	300
	TOTAL Rs.,	1,200

		Rs.
For Depy. Commrs.	1 Single poled tent (large),	400
	1 Do. do., (small),	250
	1 Hill tent, ...	150
	2 Pâls and a Shamianah, ...	200
	TOTAL Rs.	1,000

But in addition to these prices, the cost of carriage has hitherto been charged. It will be seen from the Memo. that tents of the prescribed size can be made cheaper at Lahore than at Fattehgarh, taking the cost of carriage into account.

3. As, therefore, there will be no additional cost to Government, the Lieutenant Governor is pleased to raise the authorized prices for tents purchased from the Lahore School of Industry in accordance with the charges detailed in Captain MacAndrew's statement.

Memo. of prices of tents at Jabalpur, Fattehgarh and Lahore, with reference of carriage from two former places to Lahore.

Description of Tents.	Original price at Jabalpur.	Carriage and road expenses to Lahore.	Total.	Price at Fattehgarh.	Carriage and road expenses to Lahore.	Total.	Price at Lahore School of Industry.	Saving on Lahore prices over Jabalpoor.	Saving on Lahore prices over Fattehgarh.
Double poled tent, 26 × 16, ...	670	148	818	665	63	728	690	128	38
Single poled tent, 16 × 16, ...	480	110	590	465	49	514	490	100	24
Hill tent, 12 × 12, ...	260	78	338	230	34	264	260	78	4
Sleeping pall, 12 feet square, complete with carpet, ...	120	40	160	...	...	...	125	35	...
Do. 10 feet do., do., ...	110	40	150	...	...	..	110	40	...
Do. 12 feet do., without carpet, ...	...	...	...	95	17	112	110	...	2
Do. 10 feet do., do., ...	...	...	...	75	17	92	92	...	...
Servant's pall or shouldaree 12 feet square, ...	66	20	86	...	...	...	55	31	...
Do. do., 12 × 14, ...	...	...	...	50	17	67	65	...	2
Shamianah, 18 feet square, and 8 poles with kunaut, purdah and durree, ...	...	...	...	125	17	142	130	...	12
Do. 15 feet do., and 4 poles do., do., ...	...	...	...	90	17	107	105	...	2

XXV.

Circular No. 40—3146, dated 5th December 1860.

To all Commissioners.

GENERAL.

With reference to Circular Memo. of this office, No. 10, dated 21st February last, directing that all questions relating to allowances should be submitted through the Civil Auditor, it is requested that officers dissatisfied with the decision of the Civil Auditor, instead of asking that officer to refer their case to Government, will themselves draw up their protest addressed to the Government, and submit the same through the Civil Auditor.

XXVI.

Circular No. 7—801, dated 19th April 1861.

To all Commissioners and Superintendents.

GENERAL.

Several instances having come to the notice of the Hon'ble the Lieutenant Governor of Deputy Commissioners having given short leave to their Assistants, or of Assistants absenting themselves for short periods from their Districts without permission, I am directed to draw your attention to this office Circular No. 28 of the 23rd November 1857.

2. In that Circular it was pointed out was no Civil officer could leave his District without competent authority, and that an infringement of this rule rendered the offender liable to forfeiture of entire salary during the period of absence, and even to suspension from employment pending the orders of Government. At the same time Commissioners were empowered to grant temporary leave in the case of sudden illness, and on regular medical certificate, to Deputy Commissioners and Assistants, in anticipation of regular sanction ; and also in particular cases to grant casual leave for periods not exceeding four days, *when the officer only intended visiting the adjacent district.* * But Deputy Commissioners have no power either to leave their districts themselves, or to permit their Assistants to do so without proper authority.

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* The words underlined have been rescinded—Circular No. 22—1036, dated 29th May 1871.

3. The Hon'ble the Lieutenant Governor desires me to inform you that you are responsible that these orders are not contravened in future.

XXVII.

Circular No. 8—805, dated 20th April 1861.

To all Deputy Commissioners, Secretary to Government Public Works Department, Judicial and Financial Commissioners, and Director Public Instruction.

GENERAL.

It has been brought to the notice of the Hon'ble the Lieutenant Governor that great diversity of practice exists in District offices in the mode of preserving the records, especially these of the Educational Department and of the Local Funds. The former was at one time under the Financial Commissioner, the latter are still under the general control of the Judicial Commissioner, but neither belong to the Revenue or Judicial Department, nor can they be held to be part of the records of the General Department of a District.

2. The Hon'ble the Lieutenant Governor is therefore pleased to rule that all the papers of each District pertaining to the Educational Department be collected and preserved in a separate cabinet, which will be placed in charge of the Zilla Educational Muharrir, all future records of the same Department being kept in that cabinet under the same Muharrir.

3. In like manner, all the past records of the five Local Funds should be collected together, arranged as far as possible according to the Fund to which they pertain, and stored in a separate cabinet, in which will be placed all the future papers relating to these Funds. The whole should be placed in charge of the Zilla Local Funds Muharrir.

4. These two Muharrirs should not be allowed to sit mixed up the the members of the Revenue and Judicial office, but in all Katcheries there should be a small room set apart for the Local Committee and Educational Department, and in this the cabinets should be placed.

XXVIII.

Circular No. 9—941, dated 2nd May 1861.

To all Commissioners and Deputy Commissioners.

GENERAL.

It has been brought to the notice of the Hon'ble the Lieutenant Governor that in some Districts of the Punjab officers do not go regularly to their Court-houses, but have their Amlah, and the witnesses, up at their private residences. This is in direct contravention of standing orders. His Honor therefore directs that the practice be immediately discontinued wherever it obtains, and that in future all trials, whether in the Civil, Criminal or Revenue Department, be conducted in Kutchery only, when such trial is held at the Sadr station.

XXIX.

Circular No. 18—1310, dated 13th August 1861.

To all Commissioners and Superintendents.

REVENUE.

In continuation of this office Circular No. 28, of 8th November last, states that the price of a Shamianah, with Kunats and Durrees complete, 18 by 18, having been fixed by the Superintendent Thuggee School of Industry at Rs. 260, His Honor the Lieutenant Governor has been pleased to raise the authorized price to the above amount.

His Honor at the same time directs that Shamianahs of the same size and cost as those allowed to Commissioners, shall be allowed to Deputy Commissioners also.

XXX.

Circular No. 19—1756, dated 27th August 1861.

To all Departments.

GENERAL.

The practice of ordering payment of money by means of telegraphic messages being considered objectionable, as likely to lead to mistakes, it is hereby prohibited.

XXXI.

Circular No. 8—662, dated 10th September 1861.

To all Commissioners and Superintendents.

JUDICIAL.

Attendance in Courts of Justice being at present commonly disagreeable to respectable natives because no seats are provided for them, I am directed to request that you will carry out some more convenient arrangement: seats should be reserved for the gentry and better classes, and places set apart for the litigants, witnesses, and jury. It would also be very convenient if the name of each Court were painted on the outside, and notices stuck up of the hours during which the Courts are open, together with a list of the authorized holidays.

2. Something should also be done towards the Katcheries being kept as clean as possible. The untidiness of some Courts is the subject of remark. The old boxes and chests should be removed from the verandahs, and the approaches to the Courts made clean. Proper boards should be fixed for proclamations, and the old notices should be destroyed.

3. The above are suggested as measures to be generally adopted, but you will be good enough to instruct the Deputy Commissioners to make any other improvements which may be feasible.

4. The Hon'ble the Lieutenant Governor is anxious that the Courts of Justice shall be easily accessible to respectable natives, and that proper accommodation shall be available for visitors. His Honor desires that the Commissioners will themselves see that every practicable endeavor be made to render the Courts less repulsive than they now are in general, and he will, on his approaching tour, personally examine in what manner these orders shall have been carried out.

XXXII.

Circular No. 23—1953, dated 20th September 1861.

To all Commissioners and Superintendents.

GENERAL.

A case has been brought to the notice of Government in which a Medical Officer attached to a Military force, but receiving large allowances for the

medical charge of the Civil Station, proceeded on indulgence leave without consulting the Civil authorities, or reporting his departure and the arrangements made for the performance of his civil duties. I am, therefore, directed by the Hon'ble the Lieutenant Governor to request that all Military Assistant Surgeons in your Division, holding medical charge of Civil Stations, be distinctly informed that before proceeding on leave they are expected to obtain the consent and approval of the Civil authorities to the arrangements they may make for the discharge of their Civil duties, and that unless this is done, the Civil authorities will be at liberty to withhold the allowances assigned for those duties, and to make their own arrangements for the performance of them.

XXXIII.

Circular No. 9—747, dated 24th October 1861.

To all Commissioners and Superintendents.

JUDICIAL.

Copy of the following correspondence is circulated for information.

Copy of a letter from the Judicial Commissioner Punjab, to the Secretary to Government Punjab, No. 292—2444, dated 29th May 1861.

In reply to your No. 348, dated 23rd current, I regret to say that the system so well known in the Punjab and its Dependencies as the Khoj system, must necessarily give way before the Indian Penal Code, unless measures are taken to place the custom on a legal footing.

2. This custom has prevailed anterior to our rule in the Delhi territory,—it existed in the protected Sikh States betwixt the Jumna and the Sutlej, and it is thus* described by Captain Murray, the Political Agent. When we annexed the Jullunder Doab in 1846, the subject came under discussion, in which I took a part, and, on the recommendation of Sir John Lawrence, then Commissioner of Trans-Sutlej States, the continuance of the custom

* "In all cases of stolen cattle it is an established rule, when the Sooragh Khoj, or trace of the footsteps, is carried to the gate, or into the fields of any village, the zamindars of that village must either shew the track beyond their own boundary and allow the village to be searched, or pay the value of the cattle."

was sanctioned by the Governor General in Council with certain important and very judicious restrictions. In 1849, when we took the Punjab, one of the earliest measures was the enforcement of the rules which had worked well in the Jullunder Doab. Circular 184 of 1849 briefly details the law, which it is not necessary to recapitulate. I refer you also to pages 29 and 111 of the Punjab Penal Code. You will perceive that it is one of the main-springs of our police system,—it is the admitted custom of the country,—it is as necessary now as ever, because the population of the Punjab still falls far short of the area,—there are still enormous tracts scantily occupied, or entirely abandoned,—and there is still a large pastoral population, and on the confines of the wild and settled tracts the inhabitants are partly agricultural and partly pastoral, and much given to cattle-lifting. Having had experience of its working for seventeen years, I should deplore the abrupt abrogation of a salutary local law.

3. It is based on the principle of the village responsibility, and it partakes both of a police and a judicial character. A criminal is tracked from village to village by professional trackers; as the boundary of each innocent village is passed, the honest villager returns to his house with a light heart, and the track is carried on, till it leads up to the criminal's refuge, or is lost on sandy or rocky soil.

4. No one pretends that the practice is a perfect one: it requires careful handling, and no judicial sentence of fine on a village can be realized without the sanction of the Commissioner. The charge set up against the villagers is "neglect of duty of landowner," under the general regulations. The amount realized is made over to the injured party, on the principle of compensation, since generally introduced by Act XVI of 1850.

5. If, owing to the abolition of this local law, cattle theft, and every kind of felony, even murder, increase, it will be but another instance of the danger in India of central legislation for unrepresented provinces. The class of trackers will die out, as there will be no necessity for maintaining them, as now, among our police, and we shall have fewer instances of murders being tracked home, and a clue given to a mystery otherwise inexplicable.

6. I venture to suggest that a timely reference be made to the Supreme Government, and, if my view of the case is considered correct, that the Indian Penal Code and new Police Act will not bear us out in maintaining our local law, we be permitted to send up a short bill giving the force of law to the provisions of Circular No. 14 of 1859.

From Secretary to Government Punjab, to the Secretary to Government of India, Foreign Deprtment, No. 444—346, dated 12th June 1861.

Forwards copy of a letter from the Judicial Commissioner, No. 202 of 29th ultimo. States that the Khoj system is indispensable, and the Lieutenant Governor hopes that there may be no difficulty in its being retained in the Punjab territories.

From Offg. Secretary to Government of India, Foreign Department, to the Secretary to Government Punjab, No. 4, dated 5th October 1861.

With reference to your docket No. 346—144, dated 12th June last, regarding the Khoj system in the Punjab, I am directed by the Governor General in Council to forward, for the information and guidance of the Punjab Government, a copy of a letter from the Advocate General, dated 21st ultimo, on the subject, and to state that His Excellency in Council fully concurs in Mr. Ritchie's views.

From Advocate General, to Under-Secretary to the Government of India, Foreign, Department,—(dated the 21st September 1861.)

In reply to your letter No. 4466, dated the 10th ultimo, I have the honor to state that I am of opinion that the Khoj system described in the enclosures of your letter, as administered in the Punjab, does come within the description of a local law contained in Section V of the Penal Code, and that there is nothing in that Code, or in any of the Acts recently passed by the Legislative Council relating to the Police or to Criminal Procedure, which prohibits that system or affects its legality.

2. As the Punjab has never been annexed to any of the Indian Presidencies, and as neither the general body of the Regulations or of the laws of British India, nor any special law altering the law of "Khoj" as it existed in the Province at the time of its subjection to British rule, has ever been introduced into the Punjab, I think that the law (not being repugnant to natural justice, and not falling within any of the exceptions to the general rule, that the law of the conquered State remains in force till altered by the conquerors,) must be considered as still in force. The circumstance that the system has been adopted and acted on by the British authorities ever since their rule began in Jullunder and in the Punjab, shows that the law has not practically been altered by the conquering State. The Circular Order of 1849, referred to in the Judicial Commissioner's letter, which sanctions the law of Khoj, if

passed by, or with the express sanction of the Governor General in Council, will, under the 25th Section of the Indian Councils' Act,* be of itself a sufficient declaration of the law; but even if the order have not that effect, I think it clear that so far as the Punjab or any of its Dependencies, which have never been comprised in the Regulation Provinces of India, are concerned, the law may safely be acted upon as still in force.

1861.

XXXIV.

Circular No. 1—76, dated 23rd January 1862.

To all Commissioners and Superintendents.

FINANCE.

Forwards, for information and guidance of District Officers, an extract from a Resolution of the Supreme Government, regarding the importance of careful preparation of Budget Estimates, and requests that the earnest attention of District Officers be directed to the matter.

Extract from a Resolution by His Excellency the Governor General in Council, in the Financial Department, No. 126, *dated 6th January* 1862.

His Excellency in Council takes this opportunity to urge the several Local Governments and Administrations themselves to consider, and to impress upon every District Officer subordinate to them, that the Budget Estimate is an important document, not to be lighly given or lightly departed from, and that if in the first six months the results should differ from the expectations, endeavours must be made in the remainder of the year to bring the Actuals within the Estimates, and it must on no account be assumed that an incorrect Estimate is a matter of little importance, which may be set right by simply sending in a revised Estimate.

XXXV.

Circular No. 2—175, dated 3rd February 1862.

To all Commissioners and Superintendents.

GENERAL.

The Civil Pay-Master having pointed out that the practice which has grown up of granting a man, who is transferred on trial from one appointment to another, nominal leave for a specified period, causes much complication and confusion in the audit of accounts, I am directed to request that in future cases of such transfers, the transaction may be recorded as a "transfer on trial," and not as a case of conditional leave. The post vacated may, however, be kept open for the possible return of the incumbent for any length of time thought proper, a record being made to that effect.

XXXVI.

Circular No. 5—230, dated 19th March 1862.

To all Deputy Commissioners.

FINANCE.

I am directed by the Hon'ble the Lieutenant Governor to annex copy of a letter from the Deputy Auditor General, complaining of the inaccurate and careless manner in which the Monthly District Estimates of probable cash balances are prepared.

2. His Honor desires to impress on District Officers the necessity of care in the preparation of these estimates. The Government is much embarrassed when the estimated balances differ so greatly from the actuals, and financial considerations require that the former should approximate as nearly as possible to the latter. His Honor, therefore, hopes that there may be no more complaints on this head.

Copy of letter No. 1692, *dated* 14*th March* 1862, *from Officiating Deputy Auditor and Accountant General Punjab, to Secretary to Government Punjab.*

It can scarcely be that your attention has not been attracted by the untrustworthiness of the estimates which you receive month by month.

In the last three months the cash balances shown as expected at the end of the month have been less than those which have really been found on hand by 12, 11, and 5 lacs, respectively. I am afraid such estimates are but obstructively useless.

I cannot say that the district estimates seem prepared with much care. In my office the charges for the Military, Public Works, and Educational Departments, are taken from departmental not district estimates, so that on these heads the charges are very accurately shown; yet even so, I have noted above how large my own errors are. In the past month had I prepared my estimate solely from district estimates, I should have been 11 lacs, instead of 5, wrong.

When a District Officer is asked to account for the difference between his estimated and his real cash balance, he thinks it enough to give a detail of the items in which his estimate was wrong; this I could find out in my own office were there anything to be gained by so doing, but no one says why the items were wrong.

No one can regret the result more than myself, but I fear the sole hope of improvement lies in your impressing on District Officers the great need for more care in the preparation of their estimates.

XXXVII.

Circular No. 1—207, dated 31st March 1862.

To all Commissioners, and Judicial and Financial Commissioners.

POLITICAL.

Under instructions from Supreme Government, requests that in future in every report in which local coin may be mentioned, the equivalent amount may be inserted in the "Government rupee" (by which designation the Company's rupee will hereafter be known) in the margin of the report.

XXXVIII.

Circular No. 5—100, dated 31st March 1862.

To all Commissioners and Superintendents.

EDUCATIONAL.

Requests that in future all correspondence regarding educational matters may be entered in their Monthly Indices of Correspondence of the

General Department, and not (as is sometimes done) in that of the Revenue Department.

XXXIX.

Circular No. 4—704, dated 2nd April 1862.

To all Commissioners and Superintendents, Judicial and Financial Commissioners, and District Officers.

GENERAL.

Forwards, for information and guidance, copy of a Resolution of this date by the Hon'ble the Lieutenant Governor, relative to the introduction of Municipal Government into the principal towns of the Punjab.

Proceedings of His Honor the Lieutenant Governor of the Punjab, in the General Department, No. 703, dated 2nd April 1862.

READ again the following papers :—

* * * * * * * *

RESOLUTION.—In most towns in the Punjab funds are raised for local purposes. Although the people have generally been consulted concerning the mode of taxation by which the funds have been raised, they have no legal power to impose Municipal Taxes, or to expend them, or to check the accounts. The Lieutenant Governor considers that under limitations these powers may with advantage be conferred upon them.

2. The opinions of the Chief Civil Officers are favorable to the introduction of the measure. An abstract of them will be printed together with this Resolution, in order that the suggestions made may be available to the functionaries upon whom the initiation of the new scheme of Municipal Government will devolve.

3. The Lieutenant Governor is of opinion that the towns near the Sadar Stations of Districts should first be formed into Municipalities; and he wishes the arrangements to be made in a liberal spirit, and to result in the establishment of a real control over local affairs by the representatives of the townspeople.

4. His Honor thinks it better not to lay down at this time any detailed rules. The objects of the Supreme Government are explained in the printed abstract of correspondence, and His Honor considers that the Civil Officers will have no difficulty, in communication with the citizens, in providing for a Municipal organization which shall be satisfactory to the people, and work well in practice.

5. The Lieutenant Governor therefore confines himself to the expression of his own opinion on the following points :—

Election of Committees.—The people must themselves decide if Committees for Wards or Sub-Divisions of towns are necessary. Ordinarily His Honor thinks that one Committee, composed of thirteen members, elected by the delegates or Punchayths of the trades and callings may suffice: where trades are numerous, three or four may be formed into one constituency. Elections shall be annual, and members of Committees eligible for re-election.

Functions.—The Committees will not be empowered to alter the existing form of taxation, or to increase or decrease the rates without the concurrence of the District Officer and Commissioner; but they may make any propositions on these subjects which they may deem expedient. No new tax or increased rates shall be imposed without the consent of the Committees. They will decide upon the manner in which the funds raised are to be expended; but they are prohibited from devoting any portion of them to the construction of religious edifices. It should also be intimated to them that works already in course of construction should not be abandoned without the concurrence of the Civil Officers.

The Committees will have control over the conservancy and drainage of cities, the supply of water, construction of wells and tanks and other buildings, lighting, paving, and general regulation of streets and bazars, &c., &c.

They will provide for the proper execution of all works which it may be resolved to undertake.

Meetings.—They should meet at least one a month.

Publication of Proceedings.—Their proceedings at meetings must be printed. Where there is a native newspaper they may be published, otherwise a copy may be sent to the head of each trade electing a member.

Co-operation of the District Officer.—The District Officer will provide for the fair conduct of elections. He will install the Committees, and appoint a suitable place for their meetings. He will be at all times ready to receive their representations, and to give them advice, and to procure for them professional assistance, when they require it, from the Department Public Works. He must show himself their friend, and at first it will be necessary for him to encourage them to act boldly and independently. He is not to overrule the designs of the Committees without previous reference to the Commissioner of the Division.

Honorary Magistrates.—Honorary Magistrates are eligible to serve upon Committees, if elected.

Police.—The funds now set apart for the police of towns will, for the present, not be at the disposal of the Committees, nor will the police be in any degree subject to their control, though suggestions concerning its working should be invited from the Committees.

For the present no change need be made in the custody or disbursement of money; but proper arrangements must be made for the keeping and audit of the accounts.

6. The Lieutenant Governor requests that the Commissioners will give their personal supervision to the introduction of this important measure, and that they will furnish reports, by the 1st of May, showing what has been done, through the Judicial Commissioner.

XL.

Circular No. 5—731, dated 5th April 1862.

To Heads of all Departments, and Commissioners.

GENERAL.

Officers proceeding on leave to Europe are required in future to obtain only one pilot's certificate, instead of two, and to furnish the same to the Civil Pay Master at Fort William, who will forward it on to this office after noting it in his own registers. This will render the submission of the pilot's certificate direct to this office by the officer departing on leave unnecessary.

XLI.

Circular No. 6—323, dated 28th April 1862.

To all Commissioners and Heads of Departments.

FINANCE.

Forwards, for information and guidance, copy of order of Supreme Government directing that applications for additional grants to the Budget must specify the class of service for which the grant is required.

Government of India, Financial Department, Circular Memo. No. 2464, *dated* 31*st March* 1862.

His Excellency the Governor General in Council observes that, in most instances, applications for additional grants to the Budget are sent in without its being stated in them to what heads of service those grants appertain; and in not a few cases, they are, when sanctioned, classified differently in the Financial Department and the different offices of Account concerned. The consequence is that the Registers of additional grants kept in the offices do not agree, and much confusion ensues.

2. With a view to prevent this confusion, His Excellency in Council directs that every officer applying for a grant subsequent to the sanction of the General Annual Budget, shall invariably specify in his appliction the class of service for which the grant is required.

3. The Financial Department will, after approval or correction, if necessary, of the classification given, note the Budget head in its orders, intimating sanction of the charge to the Auditor General of India and the Deputy Auditor and Accountant General concerned.

4. Whenever doubts are entertained as to the correctness of the classification adopted by the Financial Department, such doubts must at once be communicated to that Department by the Auditor General, or by the Deputy Auditor and Accountant General concerned, through the Auditor General, with a view to the correction of the classification if necessary.

XLII.

Extract from the Proceedings of the Government of India, in the Financial Department, No. 103*A*, *dated* 6*th August* 1862.

READ letter from the Government of the North-Western Provinces, No. 394*a*, dated the 25th April last, forwarding copy of a letter of the same date to the Board of Revenue, and soliciting confirmation of the sanction therein given to the disbursement of Rs. 195 as a contingent settlement charge in the District of Dehra Dhoon.

RESOLUTION.—His Excellency the Governor General in Council observes that the Sharishtadar of the office of the Superintendent of Dehra Dhoon having been temporarily

detached on settlement duties, and his regular duties having devolved on the Naib-Sharishtadar, the Board of Revenue recommended that the extra remuneration paid to the Naib, viz., Rupees 15 per mensem, from March 1861 to March 1862, both inclusive, be met from the savings of the salary of a vacant appointment of Purwanah Nuvees. The Government of the North-Western Provinces was constrained, however, to sanction the disbursement as a contingent charge of the Settlement Department on the report of the Deputy Auditor and Accountant General that the salary of the Purwanah Nuvees was not available for appropriation.

His Excellency in Council is pleased to confirm the sanction given by the Local Government, and to record his cordial approval of the following instructions which on the occasion were issued to the Revenue Board by His Honor the Lieutenant-Governor, North-Western Provinces.

"I am to take this opportunity of requesting the Board of Revenue to inform all District Officers that for the future they are never to carry out an arrangement of this kind involving an increase or a change in establishment without sanction previously obtained, or in cases of emergency, without immediately reporting the steps which they have deemed it necessary to take, for the sanction of higher authority. Any deviation from this rule will render the defaulting Officer liable in his own person for the payment of the additional sum which he may have authorized, or, as in the present case, which the Government may have to incur in consequence of an erroneous impression on his part that the amount can be met from savings.

"The Government itself can authorize no change in estabment, except subject to report to the Government of India; it is not therefore too much to expect District Officers to report arrangements which they may think it advisable to make in this respect, and that with punctuality. In this instance the unauthorized disbursement had apparently been going on for almost a year before the matter was brought to the notice of the Sudder Board of Revenue, North-Western Provinces."

Circular No. 12—628, dated 4th September 1862.

To all Heads of Departments.

FINANCE.

Copy of the foregoing forwarded for information and guidance.

XLIII.

Circular No. 14—749, dated 31st October 1862.

To all Commissioners and Superintendents.

FINANCE.

Forwards, for communication to Treasury officers, extract from orders of Supreme Government in a case of fraudulent misappropriation of public money, by a systematic disregard by officers in charge of Treasuries of the standing orders of Government and of the Account Department.

Extract from an order passed by the Government of India, in the Financial Department, No. 608, *under date the* 27*th September* 1862.

OBSERVATIONS.—The Governor General in Council observes that the above is a case of fraudulent misappropriation of public money in the Prome or Thayetmyo Treasury, which has been rendered possible by a systematic disregard by the officers in charge of the Treasuries of the standing orders of Government and of the Account Department.

1*st.* In allowing private deposits in a Government Treasury, and private accounts with the Government Treasurer.

2*nd.* In being concerned in money transactions with subordinate officers.

3*rd.* In signing the certificate at the foot of the Monthly Cash Balance Report without personally ascertaining the exact amount in the Treasury.

4*th.* In not verifying the accounts daily with the voucher.

2. On all of the above points which have each, from time to time, in various parts of the country, been the cause of loss to the State, and of disgrace to individuals, the most stringent and impressive orders have frequently been issued. Standing Rules have also been circulated by the Accountant General to every Treasury officer for the transaction of Treasury business, so that apparently there can be no excuse whatever for the want of attention on the part of the controlling officers, which has rendered the misconduct of their subordinates in the present instance possible.

3. It is probable that frauds, such as have been here brought to light, would never have been thought of by the perpetrators, unless they had been subjected to temptation by the neglect of the controlling officer, and as it is apparent that the grave irregularities enumerated in the correspondence originated during the tenure of office of * * * the Deputy Commissioner at Prome, that officer must, in the opinion of His Excellency in Council be held primarily respon-

sible for all that has occurred, though any further expression of opinion must be withheld until receipt of his explanations.

8. This, however, is only one of many instances which prove the inutility of Rules and Codes of Regulation, however perfect in themselves, unless enforced by a system of periodical inspection, and this it is the intention of Government to introduce as soon as possible.

9. His Excellency in Council is apprehensive lest the laxity of control and neglect of essential rules, specially prescribed, and partly provided for in the certificate at foot of the Monthly Cash Balance Reports, which have been brought to notice in these papers, may be more common than is usually supposed. Officers on joining districts not unfrequently find rules disregarded by their predecessors, which it is the interest of their subordinates to render nugatory, and conclude that they are unimportant and mere matters of routine, thus thoughtlessly incurring a very serious moral as well as pecuniary responsibility. It is important that this error should be corrected, and that officers in charge of Treasuries generally should have fair warning of the approaching introduction of the system of periodical inspection, when any habitual disregard of prescribed rules which may be brought to light will be visited with severity.

XLIV.

Circular No. 16—2321, dated 9th December 1862.

To all Commissioners and Heads of Departments.

GENERAL. Points out that when petitions are forwarded from this office "for disposal," no *report* is required.

XLV.

Circular No. 17—2455, dated 29th December 1862.

To all Commissioners and Superintendents.

GENERAL. I am directed to draw your attention to the Circular of the late Board of Administration, No. 5, dated 24th April 1851, regarding works of antiquarian interest, and to add that on occasion of any building of antiquity being dismantled, which, not being of architectural value, and not known to possess any historical interest, has for any purpose been allowed to be destroyed, orders should be given to bring to notice of the district officer any sculptures, coins, vases, or other articles of unusual occurrence, which may

chance to be brought to light. In certain parts of the Punjab such things are often found in places presenting no external indication of possessing such interest, as in the mounds, the sites of old towns and buildings, in the Trans-Indus territory, &c.

* * * * * * *

XLVI.

Circular No. 1—18, dated 7th January 1863.

To Heads of all Departments, and Commissioners.

FINANCE.

Under instructions from the Supreme Government, it is directed that whenever there may arise occasion to recommend gratuities for discharged public servants, the local officers should be careful to satisfy themselves of the correctness of the rates of pay, and the periods of service shown in the statements prescribed, and to certify at the foot of the statements that they have done so. The necessity for such a certificate will be obvious, when it is remembered that the Civil Paymasters are not generally possessed of the means of reporting on such cases, and that the Government has no means of readily detecting any errors in the data on which the proposals of the local officers are based.

XLVII.

Circular No. 1—134, dated 21st February 1863.

To all Commissioners.

JUDICIAL.

Circulates for the information and guidance of himself and his District officers, a letter addressed to the Judicial Commissioner, together with abstract of opinions,* on the subject of the vernacular of the Punjab Courts.

Extract from letter No. 318, *dated 2nd June* 1862, *from Judicial Commissioner Punjab, to Secretary to Government Punjab.*

2. English is the vernacular of the European Judge, Urdu is the vernacular of the Native Judges whose homes are in Hindustan : with others, Punjabee, Persian, or Pushtu may be the language to which they are best used, and the law requires that the judge should record his judgment in *his own vernacular.*

* Abstract of opinions omitted.

It is to be autograph, and clothed in the Judge's own language and expressions.

3. The evidence however is to be recorded in "the language in ordinary use in the district" in which the Court is held, except in those cases in which the Judge is authorized to use his own vernacular.

4. By section 197 of the Code of Criminal Procedure, "if "any question arise as to what is the language in ordinary use "in any district in which a Court is held, that question shall, "for the purposes of this Act, be determined by the Local "Government."

5. You will thus perceive that there is an essential difference between the "vernacular of the Court, and the vernacular "of the Judge." The latter varies from Court to Court, the former should be fixed once for all.

6. No one will pretend that the vernaculars of the Courts of Delhi, Lahore, Multan and Peshawar, are not four separate and distinct *patois*, if the evidence writers were compelled to take down the actual words uttered by the witnesses.

7. His Honor is aware of the great and merited disrepute in which some of the subordinate Governments have fallen in public estimation by insisting on the Court language being different from the language in ordinary use in the district. In the Punjab this evil has always been combated in theory, through not entirely in practice. I fear that the Judicial officers are hard pressed in Peshawar between Persian, Urdu, and Pushtu, and that very often the vernacular record represents the jargon of the Munshi and not the actual words of the witness, and is therefore foreign both to the judge and witness.

8. Under these circumstances I suggest that—

I.—Urdu be declared to be the Court vernacular of the Delhi, Hissar and Cis-Sutlej States Division;

II.—Punjabi be declared to be the Court vernacular of the Trans-Sutlej states, Umritsur and Lahore Division; and that the opinion of the Commissioners of Multan, Rawalpindi, Peshawar and Derajat, be taken on the subject of the language in ordinary use in their Divisions.

From the Secretary to Government Punjab, to the Judicial Commissioner for the Punjab, No. 95, *dated* 10*th February* 1863.

With reference to para. 8 of your letter No. 318 of 2nd June last, I am directed to inform you that, after consulting the Commissioners of Divisions, the Honorable the Lieutenant Governor has arrived at the conclusion that the Urdu must continue as at present the vernacular of our Courts in the Punjab territories. If anywhere, the Urdu is inapplicable to the

Peshawar and Kohat districts, but even there it is only a small section of the higher class who speak Persian, the general population speaking Pushtu, which could not be adopted as the Court language.

2. The main point is that the meaning of witnesses shall be exactly recorded. To effect this it may sometimes be necessary that their own words, in whatever dialect given, should be recorded. But ordinarily their meaning can be made quite clear in Urdu.

3. But although it is unnecessary to alter the present Court language, it is evident from the opinion of the different officers consulted, that the Urdu is not yet thoroughly understood in many parts of the Punjab. And this fact makes it of the greatest consequence that Judicial officers should take pains to familiarize themselves with the dialects of the districts in which they are placed.

XLVIII.

Copy of letter No. 8128, *dated* 24*th February* 1863, *from Deputy Auditor and Accountant General Punjab, to the Secretary to Government Punjab.*

Having observed in the accounts for December that in several districts the Budget grants had been exceeded, I called on the Deputy Commissioners for explanations, and these I have now the honor to submit in original. The sums spent in excess are small, and it is probable that in several cases satisfactory adjustment can hereafter be made, but what I wish to bring to notice is the assumption on which these explanations are founded.

2. It will be observed that the Deputy Commissioner Bunnoo explains an excess charge under income tax, by saying that a Mohurir on Rs. 50 was sanctioned by Government in January 1862; another excess charge under F. VI., by saying that he has applied for an additional grant. The Deputy Commissioners of Rohtuck and Sirsa explain an excess charge under income tax by referring to the sanction to entertain a Mohurir on Rs. 50 a month. The Deputy Commissioner Umballa explains a charge for a writer in the Political Department, (where there is no grant) by saying that the Commissioner is responsible for the matter. An excess charge under F. IX. is said to be owing to expenses incurred under the orders of Deputy Auditor General. The Deputy Commissioner Kohat explains an excess charge under F. IX, by saying that it is owing to " monthly recurring and duly authorized charges," and that application has been made for provision from the reserve and some other head. The Deputy Commissioner Peshawar

explains a charge under F. X, where there is no grant, by saying that it was on account of a sanatarium not contemplated when the Budget of 1862-63 was submitted, but that it has been estimated for in 1863-64.

3. It is evident that the above-named officers have not yet, at this, the end of a second year of the budget system, brought themselves to accept the rule that no expenditure, however correct, or however authorized, can be incurred unless there is budget provision to meet it; that even an order of the Supreme Government sanctioning a charge is not sufficient authority for a disbursement unless there is budget provision, either previously existing, or then specially made;—and that no authority short of that of the Supreme or Local Government can give them leave to exceed their budget grants. In every case it is their duty, before making the payment in excess, to get sanction of Government to the same; and the mere fact of an officer being entrusted with the control of a Government treasury, and being thus enabled to obtain money, will not bear him out in making a disbursement contrary to express and repeated instructions.

4. Unless adherence to budget grants on the part of disbursing officers is enforced, there is little hope of annual charges being kept within the estimates. The check of the Offices of Account and Audit in many cases does not come into play till the money has been spent.

Circular No. 2—210, dated 7th March 1863.

FINANCE.

ORDERED.—That a copy of this letter be sent to all Commissioners and Deputy Commissioners, and that they be cautioned that they become personally responsible, under the Budget rules, for all money expended without a Budget grant.

Ordered, also, that a copy be sent to the Deputy Auditor and Accountant General; and to the Financial Commissioner and Judicial Commissioner, for information and guidance.

XLIX.

Circular No. 7—554, dated 12th March 1863.

To all Commissioners and Deputy Commissioners.

GENERAL.

It having been reported to His Honor the Lieutenant Governor that an officer of Government had allowed one of his native subordinates to follow him from district to district through five transfers of office, the Lieutenant Governor desires to make it a rule for future guidance that no ministerial or other official subordinate is to be allowed to follow his European superior from one district to another without the sanction of the Judicial or Financial Commissioner, according as the native officer may be employed in the Judicial or Revenue Department. It will be the duty of the Judicial or Financial Commissioner to determine whether any proposed transfer is warranted by the circumstances set forth by the officer recommending it.

L.

Circular No. 3—274, dated 6th April 1863.

To all Commissioners and Deputy Commissioners.

POLITICAL.

It was formerly the general practice for Commissioners and District Officers to report at once direct to this office any unusual occurrence of political or serious importance that might take place within their jurisdiction. But of late, probably owing to the introduction of the new police, in which a special intelligence department is organized, these reports from District Officers have been discontinued; and very lately a case occurred of sedition being preached, the news of which was conveyed to His Honor through the Commissioner of a neighbouring Division; and, in another instance, the fact of sedition being talked in a regiment was only made known some time afterwards by the Police Department.

I am desired to impress upon all Civil officers the importance of their obtaining correct information, and reporting at once to this office all matters seriously affecting the peace of the country, and the welfare of the Government; and Commissioners are requested to see that these instructions are

attended to. The police will report separately, but this will not absolve the Civil officers, who are responsible for the peace of the country, reporting at once anything unusual direct to the Government.

LI.

Circular No. 3—354, dated 9th April 1863.

To Heads of Departments, and all Commissioners and Deputy Commissioners.

FINANCE.

"It is of essential importance, however, that delay should be obviated by no new check being introduced, no additional form prescribed, or references permitted, which are likely to add to the period necessary for the preparation of the Budget, or to interfere with its punctual submission at the due date".

Under instructions from the Supreme Government, I am directed to draw your attention to the extract from the orders of the Government of India, Financial Department, dated 8th September 1862, marginally noted, and to request that in preparing the annual budgets, the forms prescribed by Government may be strictly adhered to. Any departure or innovation in this respect destroys uniformity, and renders a comparison of the results of one year with those of another difficult, if not impracticable.

LII.

Copy of letter No. 62—194, dated 2nd February 1863, from the Secretary to Government Punjab, to the Secretary to the Government of India, Foreign Department.

For some time past the Honorable the Lieutenant Governor has been impressed with the necessity for insisting that officers employed in the frontier districts of the Peshawar and Derajat Divisions shall possess a fair knowledge of the Pushtu dialect, which is the only language perfectly understood and spoken by the population. At present there are not three officers on the frontier who have a moderate acquaintance with that dialect. It is the opinion of the ablest officers who have been consulted, that the administration suffers considerably owing to the want of such knowledge, and frequently the aid of an interpreter becomes necessary. The disadvantages of a third party being brought in as interpreter between the officers of Government and the influential chiefs on the frontier on important matters, are obvious and admitted. It is on the above considerations very

desirable that the study of the language should be encouraged. The only practical remedy appears to the Lieutenant Governor to be that young officers should be required to pass an examination in this dialect. And His Honor recommends that a lump sum of Rs. 500 be given to every officer who may pass, to cover the expenses of his engaging a munshi.

2. It has been suggested that promotion on the frontier should be made dependent on the possession of a fair knowledge of the Pushtu. But practically the restriction cannot be enjoined, inasmuch as the frontier is generally not so popular with Civil officers as the interior districts, and if promotion were made to depend on their acquiring an *additional* and very *difficult* language, it would become even less popular, and there would be a difficulty in getting officers to go to the frontier willingly. His Honor is, therefore, unable to countenance this suggestion, and considers that the encouragement proposed in the preceding para., *viz.*, a donation of five hundred rupees, will be sufficient to induce a fair number of officers to study the language. The Local Government will moreover make it a point to keep the officers who may pass in the Pushtu a little ahead of their cotemporaries who may not have passed in that language.

3. I am to request the sanction of the Supreme Government to the arrangement above proposed.

From the Under Secretary to the Government of India, with the Governor General, to the Secretary to Government, Punjab and its Dependencies, No. 20 *dated* 21*st February* 1863.

In reply to your letter No. 62, dated 2nd instant, I am directed to state that His Excellency the Governor General is pleased, under the circumstances stated therein, to sanction the proposal of His Honor the Lieutenant Governor that a donation of Rs. 500 be given to every officer employed in the frontier districts of the Peshawar and Derajat Divisions who may pass an examination in the Pushtu language.

Circular No. 9—856, dated 13th April 1863.

GENERAL.

The above correspondence is circulated for the information of Commissioners and District Officers.

NOTE.—This rule was subsequently made generally applicable to all Civil and Military Officers serving in the Punjab—vide *Punjab Gazette* of 16th December 1863, page 1243.

LIII.

Proceedings of the Honorable the Lieutenant Governor of the Punjab, in the General Department, No. 940, dated 24th April 1863.

READ the following papers :—

Judicial Commissioner's letter No. 660, dated 15th December 1862, with enclosures.

Judicial Commissioner's letter No. 36, dated 17th January 1863, with enclosures.

RESOLUTION.—The reports regarding the introduction of the new Municipal bodies into the chief towns of the Punjab, in accordance with the Government Resolution No. 703, dated 2nd April 1862, show how the local officers have proceeded to give effect to the instructions of the Honorable the Lieutenant Governor, and have acted on the spirit of the Government Resolution.

Occasionally Municipal Committees have been appointed in places of very minor importance, but generally they have been appointed only at the head quarters of Districts, and at a few of the chief towns, and to these His Honor thinks that as a rule they should be confined. Altogether the new Municipalities have been introduced in 37 towns.

Election of Committees.—The mode of election varies in different towns, and so long as the wishes of the people are consulted, there is no necessity for adhering to an uniform plan. But the numbers of the members of the Committees differs greatly, and His Honor thinks should be reduced to not more than thirteen.

They may be appointed to serve for one year or more; there may be a general election every year, or the members may go out of office by rotation, according as the Municipalities choose to arrange. The object at present is not to fix an inflexible rule, but to leave the several necessary points to be decided by the people after due experience of what is needed.

Power to alter rate of Octroi.—The Municipal Committees should be reminded that it is optional with them to raise or lower the octroi rates, and they should arrange these rates so as to secure a fair surplus, after payment of police and for local improvements. They are to frame bye-laws for the collection of octroi, punishment of smuggling, &c., subject to the sanction of the Commissioner.

Expenditure.—During the past year the Committees were hampered by budget rules. It was a question whether they should be subjected to these rules, as it was feared that thus their energies would be cramped. But after due consideration it has be determined that they shall be so subjected to rules,

It will teach reflection before action, and will be a good training for Municipal self-government, and will be a check on wasteful expenditure.

But while it is resolved that the Municipal bodies shall be under budget rules, it is determined that a good margin shall be left as a reserve fund for unforeseen works.

The Municipal Fund budget is to be separate from Local Funds, the accounts being submitted through the Deputy Commissioner and not to the Local Committees.

The Honorable the Lieutenant Governor expresses his satisfaction with all the officers who have been engaged in carrying out this important measure, and favorably accepts the great promise of success that is held out.

A full report is to be submitted at the end of 1863, by District officers, who are invited to give their opinions and suggestions for the future improvement of the Municipal Committees.

Circular No. 12—941, dated 24th April 1863.

GENERAL.

ORDERED—That copies be sent to the Judicial Commissioner, Commissioners, and all Commissioners and Deputy Commissioners.

LIV.

Circular No. 14—1046, dated 6th May 1863.

GENERAL.

The attention of all Civil Officers is called to Financial Notification of the Government of India, No. 1504, dated 14th ultimo, relative to the course to be pursued in future with respect to applications for leave, salaries, or special allowances.

Notification, Fort William, Financial Department,—(No. 1504, *dated the* 14*th April* 1863.)

The Hon'ble the President in Council observes that references are frequently made to the Government of India direct on points connected with the leave, salary, or special allowances of Civil Officers, subject to the orders of the Government of India, which have to be referred to the Civil Pay Master for report previous to their disposal.

With a view of reducing the delay which is thereby occasioned, His Honor in Council is pleased to direct that all such applications for the future should be forwarded direct by the

proper authority to the Civil Pay Master who audits the applicant's salary bill, and who, after attaching the usual report to it as to whether the applicant is entitled to the leave in question, will submit it without delay to that Department of the Government of India by whom the application will be finally considered.

For like reasons all appeals against a ruling of the Civil Pay Masters, and all applications for travelling or deputation allowances, pensions, or gratuities, should be invariably accompanied by a report from that officer.

LV.

Copy of a letter from Secretary to Government Punjab, to Commissioner Peshawar, No. 1504, *dated* 13*th July* 1863.

I am directed to acknowledge your No. 554, dated 28th ultimo, and in reply to inform you that the Hon'ble the Lieutenant Governor considers the following standard for examination in the Pushtu sufficient at present. Hereafter, when the language is more extensively studied, the standard may be raised.

1*st.*—That the candidate should be able to translate any passage from the works of "Abdur Ruhman," as given in Captain Raverty's "Gulshun-i-Roh."

2*nd.*—That the candidate should be able to translate an easy passage from English into Pushtu.

3*rd.*—That he should be able to carry on a conversation in the Pushtu language with fluency, so as to be understood.

No grammar test is prescribed, inasmuch as capability of translating implies a knowledge of grammar.

Circular No. 16—1505, dated 13th July 1863.

To all Commissioners.

GENERAL.

Forwards copy of the foregoing, and requests that the Assistants and Extra Assistants in his District may be informed of the tests prescribed.

LVI.

Circular No. 10—614, dated 29th March 1864.

To all Commissioners.

GENERAL.

Selected Tehsildars have, in a few special cases, been permitted, on the recommendation of their Deputy Commissioners and Commissioners, to

present themselves at the annual examinations for the tests prescribed for Assistants and Extra Assistants.

2. The Hon'ble the Lieutenant Governor, after observing the practical effect of this system, now desires me to state that in future no Tehsildar will be admitted to these examinations unless he be at the time Officiating as an Extra Assistant Commissioner.

LVII.

Circular No. 11—641, dated 1st April 1864.

To all Commissioners.

GENERAL.

The Hon'ble the Lieutenant Governor having had under his consideration the restriction placed by Circular No. 35 of 12th October 1860, on European officers taking out English clerks into camp with them when they proceed on tour, and having reason to believe that in the case of Commissioners this restriction is sometimes productive of much inconvenience, is pleased to empower Commissioners to take a clerk with them when on tour, when they deem this to be actually necessary. It is to be understood, however, that a clerk is not to be taken out as a matter of course, but only when, in the opinion of the Commissioner, there is a real necessity for it.

LVIII.

Circular No. 17—1211, dated 15th June 1864.

To all Offices subordinate to Punjab Government.

GENERAL.

The practise of issuing brief memoranda, commonly called "dockets," has, in the opinion of the Hon'ble the Lieutenant Governor, advantages in curtailing office forms and wordy correspondence, but it is not in accordance with ordinary usage. Accordingly, I am to request that it may be employed only in communications between officers of Government, and that official letters may be invariably addressed to gentlemen not in the public service.

LIX.

Circular No. 1—384, dated 23rd June 1864.

To all District Officers, Punjab.

FINANCE.

The occurrence of a defalcation exceeding 30,000 rupees in the Gurgaon Treasury has been reported. The Commissioner of Delhi accounts for it as follows :—

" Whenever any cash was put into a chest, Mr. ——— (the officer in charge) was in the habit of making an entry of the same in the memorandum book kept in the chest, while the amount placed in the chest was carefully counted. Next morning the daily accounts were signed after comparison. Thus every formality was observed. But it appears that when a remittance was received, the Treasurer used to represent it as of less amount than it actually was. Thus, suppose 12,000 rupees were remitted on a certain date, the Treasurer, while placing the money in the chest, represented the amount as 10,000 rupees only. This sum was counted and placed in the chest, and the amount entered in the memorandum book. In the accounts, however, the true amount of the remittance was entered, viz., Rs. 12,000, and these accounts were duly signed. Had Mr. ———'s memory been more faithful, had he referred to his memorandum book, or had he, while placing the money in the chest, compared the amount with that in the Urzirsal, he would have detected the fraud at once. But he did not do this, because he never suspected that a man in the respectable position of a Treasurer would daily tell him a bare-faced lie."

2. The Deputy Auditor and Accountant General attests the correctness of the above statement, and adds that—

" If Mr. ——— had exercised ordinary care in signing the accounts and receipts, such a large abstraction would not have escaped his notice."

3. The Financial Commissioner observes—

" It is apparent that the real cause to which the occurrence of the defalcation in the present case, without immediate detection, is attributable, has been the receiving of remittances, and depositing them in the Treasury without reference to the document or vouchers accompanying them. This precaution seems so natural and self-evident a one, that I find it difficult to account for Mr. ——— having omitted it."

4. The Lieutenant Governor remarks that the foregoing extracts are strongly illustrative of the necessity which exists for officers in charge of Treasuries acquiring a perfect knowledge of all the business connected with them, and exercising constantly and vigilantly their own common sense.

5. It does appear inexplicable how an officer could, day after day, receive and become personally responsible for the future delivery of large remittances of money, without ascertaining, for his own satisfaction, whether the amount given to and locked up by him was the amount sent in to him; and not less so, that he should afterwards sign accounts setting forth his receipt of much larger sums than he had previously put into his chest.

6. This is an instance exhibiting in how great a degree an apparently punctual and regular transaction of business may, in reality, from failure of presence of mind, be nothing but an injury to the Government and to the officer himself.

7. His Honor desires to apprise all officers in charge of districts and treasuries that the pecuniary responsibility attaching to them is not nominal, but that the security of the public funds demands, unless under exceptional circumstances, its enforcement by the Government.

8. His Honor takes this opportunity of again calling attention to the stringent terms in which the resposibility of officers in charge of districts and treasuries is asserted in the order of the Government in India, in the Financial Department, dated 27th September 1862.

9. The Lieutenant Governor further prohibits district officers from making over charge of their treasuries to any subordinate officer, until they are personally satisfied of his ability to perform the duties properly.

LX.

Circular No. 27—1997, dated 11th October 1864.

To all Commissioners, and Inspector General of Police.

GENERAL.

Forwards, for information and guidance, extract paras. 2 and 3 from a letter from the Supreme Government, Military Department, and requests as therein directed, that in submitting applications on the part of officers for admission into the Staff Corps, information on the points noted may be always furnished.

Extract paras. 2 and 3 of letter No. 37, dated 5th October 1864, from the Assistant Secretary to the Government of India, Military Department, to the Secretary to the Government of the Punjab.

2. I am to request to be informed, under His Honor's orders, on the following points :—

1*st.*—Whether Lieutenant ——— has passed the necessary departmental tests.

2*nd.*—Whether the head of his department, in this case the Superintendent of Police, is satisfied with his mode of conducting his duties.

3*rd.*—Whether the Punjab Government recommend his admission into the Staff Corps.

3. Information on the foregoing points should, I am to observe, invariably accompany all applications for admission to the Staff Corps, and a certified statement of the period of service passed by the applicant in the appointment or department, in virtue of which he applies for admission, should, I am to remark, be also attached.

LXI.

Circular No. 31—2150, dated 5th November 1864.

To all Commissioners and Superintendents.

GENERAL.

I am desired by His Honor the Lieutenant Governor to call your attention, and that of your District Officers, to this office Circular No. 35, dated 12th October 1860, upon the subject of District officers' annual tours, as His Honor has reason to believe that the instructions therein contained, more especially those relating to the deputation of Assistants to visit the interior of districts, have of late fallen somewhat into neglect.

2. His Honor considers it of the utmost importance that during the cold season at least one officer should always be in camp. Where Assistants or Extra Assistants are deputed to inspect portions of the district, which the District Officer is unable to inspect himself, care should be taken to make their tours as useful as possible to themselves as well as to the people, and to prevent their being launched into camp with no definite object before them.

3. With this view it is desirable, at least in the case of young Assistants, that written instructions should be prepared before-hand by the District officer, calling their attention to subjects particularly requiring observation and remark.

4. These instructions, together with the diaries required in the same Circular to be kept up, should be forwarded at the end of the season for your inspection and remarks.

LXII.

Circular No. 33—2291, dated 24th November 1864.

To all Commissioners.

GENERAL.

The replies to this office Circular No. 10½, dated 30th March, and the returns of Municipal expenditure called for in Circular No. 22, dated 23rd July 1864, having been received, and considered by the Hon'ble the Lieutenant Governor, I am directed to convey for the information and guidance of Local and Municipal Committees the following observations and orders.

2. From the returns its appears that though in some districts the principle has been maintained of expending the surplus of the Municipal collections of each town on the town where they were collected, in the majority of cases this has not been done. As a general rule, the towns yielding but a small surplus have had nothing spent upon them; and, in explanation, it is stated that the surplus is too small to provide for the completion of any works of value, and that it is therefore thrown into a general fund for general Municipal purposes.

3. The Lieutenant Governor cannot approve of this latter system, which is opposed to the organic rule laid down in page 4 of the Hand Book for Local Committees. He therefore directs that, in future, the surplus collections of each town, whether small or large, after defraying cost of police, be spent upon objects benefitting the town, and not thrown into a common fund and applied to the improvement of other towns.

4. It is not hereby intended that such funds be spent exclusively in works within the town in which they are collected. The construction and repair of roads leading to the town, the planting of trees in its vicinity, and other works of manifest benefit to the inhabitants, may be fairly considered legitimate objects of Municipal expenditure.

5. But further, seeing that in most cases funds are raised by duties eventually falling to some extent on the community at large, as well as on the townspeople—such as duties levied on raw material for manufactures—the rule may be even more liberally interpreted, and the funds fairly applied to works of mutual benefit to the towns and to the district generally.

6. On the other hand, there may be cases in which other local funds may be fairly called on to contribute to the cost of works primarily of a municipal character, but, at the same time, of general public utility.

7. It is in accordance with these principles that sanction has been accorded to the general measure of calling upon Municipal Committees to contribute one-fourth of their income to the new Provincial Fund, which it will be spent on objects tending manifestly to the benefit of towns, as well as of the community at large.

8. In other cases the application of these principles to the particular circumstances of each township will rest primarily with the Municipal Committees, or with Local Committees, in communication with the City Panch in places where there is no constituted Municipal Committee, under existing rules.

9. The orders in this Circular are not applicable to those Municipalities in which the duties of self-government have been entrusted under Act XXVI of 1850, but as the principles are alike applicable to them, it is hoped that they will see fit to act upon them.

LXIII.

Circular No. 34—2349, dated 3rd December 1864.

GENERAL.

Circulates a letter from the Supreme Government, directing that Staff Corps officers, when applying for permission to resign their appointments, should invariably be required to state the reason for their application.

Copy of Circular from Under-Secretary to Government of India, Foreign Department, to the Secretary to Government Punjab, No. 1351 *dated* 21*st November* 1864.

As Staff Corps officers are not permitted to place themselves out of employment without good cause, the Governor General in Council directs that, whenever an officer applies through you for permission to resign his appointment, you will invariably require him to state the reason for the application.

LXIV.

Circular No. 37—2473, dated 19th December 1864.

To all Commissioners and Superintendents.

GENERAL.

Circulates extract from proceedings of the Government of India, directing that officers who may hereafter be appointed to Political offices, shall be required to pass, or to produce a certificate of having already passed, an examination in Persian, in addition to the examination in the subjects prescribed in Government Order No. 3101 dated 5th October last, in the Home Department.

Extract from the Proceedings of the Government of India, in the Foreign Department (General), No. 1484, *dated* 5*th December* 1864.

READ an extract from the Proceedings of Government, in the Home Department, No. 3189, dated 5th October, submitting, for further consideration, rules for the future employment of Military officers in the Civil and Political Departments of the Government.

OBSERVATIONS.—The Governor General in Council observes that, under the rules laid down in the above communication, an officer appointed to the Political Department must pass an examination in Indian History, Political Economy (Mill), Jurisprudence (Austin, Volume I.,) and Maine's Ancient Law, Wheaton's International Law, and Aitchison's Treaties.

2. If he shall have passed in the first three subjects while in civil employment, previous to his appointment to the Political Department, he will of course not be required to undergo a second examination in those subjects.

3. As regards the native languages, an officer, before he can be appointed either to the Civil or to the Political Department, must have passed in Urdu by the second or higher standard laid down in the Military Department, which appears to be for all practical purposes in political employ a sufficient test of an officer's knowledge of Urdu.

4. The only point, therefore, which seems to remain for consideration in the Foreign Department is, whether some further examination shall be required, and whether that examination shall be in *some other* language than Urdu. The Governor General in Council apprehends that, as regards political employment directly under the Government of India, the only other language, of which a knowledge is essential for political employment, is *Persian*. The Governor General in Council is therefore pleased to direct, that officers who may hereafter be appointed to political offices directly under the Government of India, or the Punjab Government, shall be required to pass, or to produce a certificate of having already passed, an examination in Persian in addition to the examination in the subjects prescribed in G. O., No. 3101, dated 5th October last, in the Home Department.

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